

2017 Online Special Consideration Instructions

STEPS:

FIRST: Log into NEO <https://neo.maine.gov/DOE/NEO/Accounts/Account/Login> (login credentials required)

If you are a Principal authorized to submit Special Consideration requests and do not have access/login credentials for the NEO Maine Educational Assessment module, contact MEDEMS.helpdesk@maine.gov or 624-6896.

SECOND: Click “Maine Educational Assessment”



Welcome

Please select an item in the menubar to access the corresponding NEO module.

THIRD: Click to enter a new Special Consideration request

Click [Here](#) for more information on Maine Educational Assessments

Click [Here](#) to see District Summary of Submitted Requests

Click [Here](#) to enter a new Special Consideration request



MAINE EDUCATIONAL ASSESSMENTS (MEA)

REQUEST FOR SPECIAL CONSIDERATION FORM SECTIONS

1.0 Student Information

1.1 Enter the student's 9-digit SSID number and Section 2.0 should automatically populate.

2.0 Attending School Information

2.1 This should be automatically populated by entering the SSID number

2.2 If it does not prepopulate, then the student enrollment is not correct in Infinite Campus State Edition. Check your enrollment data and/or contact MEDMS.helpdesk@maine.gov or 624-6896.


3.0 Test

3.1 The populated list only includes all assessments

3.2 You can only click ONE assessment box. If making requests for more than 1 assessment, you must start a new request.

3.3 The dates next to the assessments are the windows during which you are able to make a request, not the dates of the testing window. If you don't see the assessment listed, then it's too early to make a request. e.g. you cannot make a Special Consideration request for SAT prior to 3/29/17.

4.0 Reason

4.1 Hover over the question marks  next to each of the 5 choices for definition. You may only click ONE box/reason

4.1.1 Medical Emergency or Serious Illness

4.1.2 Severe Emotional Distress

4.1.3 Death in Immediate Family

4.1.4 Agency Involvement

4.1.5 Exigent Circumstances

5.0 Assurance By Principal

5.1 These yes/no questions are required and 'yes' to all is recommended.

6.0 Justification*

6.1 Text box for narrative details justifying request

6.2 Files can be uploaded (any format including emails) to support your justification (e.g. IEP's, doctor's notes, etc.)

7.0 Attending SAU Certification

7.1 This is a required click to assure to the best of my knowledge, the information contained in this request is correct; and that I am authorized to provide this general assurance.

I also assure the Maine Department of Education that all documentation, if applicable, supporting this request complies with all state requirements.

8.0 DOE Determination – there are 5 statuses

8.1 New = automatic status when a new request is submitted.

8.2 Pending = Sections 1-6 are locked/uneditable. This status occurs when a request was initially Rejected, DOE asked for further information, and the school has now resubmitted additional information.

8.3 Denied = request is denied by DOE and case is closed.

8.4 Approved = request is approved by DOE and case is closed.

8.5 Rejected = Sections 1-3 are locked/uneditable. This status occurs when DOE has reviewed documentation and communicating to school that further information is needed. Schools may add/upload additional documentation in Section 6 at any time.

9.0 Comments (appear when you Click [Here](#) to see District Summary of Submitted Requests on home page)

9.1 Separate comment boxes for SAU and DOE

9.2 When expanding on justification, these comment boxes will be used for communication between DOE and SAU.

9.3 As new comments are added, DO NOT delete previous comments.

9.4 As new comments are added, please start by adding a date so the communication trail can be chronologically followed.

FOURTH: Additional Follow Up

Once a school has electronically submitted a Special Consideration request, it is the school's responsibility to periodically Click [Here](#) to see District Summary of Submitted Requests to check the status of requests and respond to any 'rejected' requests that are requiring additional information.

Click [Here](#) for more information on Maine Educational Assessments

Click [Here](#) to see District Summary of Submitted Requests



Click [Here](#) to enter a new Special Consideration request

In the tab of 'District Summary of Submitted Requests', you can sort for the Attending SAU, Attending School, Student Name, Student ID, Grade, Resident SAU, Test, or Status.

In the last 2 columns:

- Clicking 'View Request' brings you to that particular request.
- Clicking 'Consent Form' gives you the option to open or save a prepopulated Parent Consent Signature Form with the requested reason. DO NOT send the consent form to Maine DOE. Please keep a copy at your school and/or student's file.

Status	Navigation
Approved	View Request Consent Form

